

CITY OF RIVERSIDE PLANNING DEPARTMENT

Planning Commission

Environmental Review of Grading Plans



A. BACKGROUND:

If a discretionary permit such as a variance, tract map, conditional use permit, etc. also involves grading as specified below, as part of its review of the application the Planning Commission must also environmentally review the grading. Grading subject to environmental review includes the following:

1. The lot has an average natural slope of 10% or greater, and/or
2. The property is in the RC - Residential Conservation Zone; and/or
3. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite or Springbrook Arroyos, a blue line stream identified on USGS maps, a waterway or wetland area.

The environmental review process addresses such items as the degree to which the proposed grading blends with the surroundings; preservation of natural amenities such as trees, rock outcroppings, arroyos, ridgelines, etc.; provisions for erosion control; and other relevant environmental concerns. A Grading Ordinance (please refer to Title 17 of the Municipal Code) has been adopted by the City which includes rules and regulations for hillside/arroyo grading in a manner which minimizes the adverse effects of grading on natural landforms, vegetation, wildlife communities, scenic qualities, and open space.

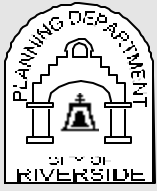
B. APPLICATION FOR ENVIRONMENTAL REVIEW:

Following first check of the grading plan by the Public Works Department, the following must be submitted to the Planning Department for environmental review:

1. Completed application form, completed Environmental Information Form and a processing fee (see Current Fee Schedule).
2. Twelve copies of the grading plan at engineering scale of not less than 1 inch equals 40 feet folded to a size not exceeding 8-1/2" x 14". Grading plans are to be stamped and signed by a Registered Civil Engineer or signed by a Registered Architect if the plans propose regular grading involving earthwork quantities that total less than 5,000 cubic yards. Grading plans submitted for environmental review must include the information required by Section 17.20.010 of the Grading Ordinance plus the following additional information:
 - ! The level area (square footage) of all proposed pads;
 - ! Natural slope of graded area for each lot excluding driveways;
 - ! All lot sizes;
 - ! Identification of all blue line streams and/or major arroyos, including the location of the arroyo boundaries as shown on Exhibits A-F of the Grading Ordinance and required 50 foot setback. Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the Initial Study.
3. A complete listing of any proposed deviations from the adopted grading standards included in Chapter 17.28 of the Grading Ordinance. A completed Grading Standards Exception Justification Form is required for all deviations from the adopted grading standards. A copy of this form is included in this packet.
4. One copy of the grading plan reduced to 8-1/2" x 11". (PMT or white bond paper if the images are sharp and clear)
5. One copy of the preliminary soils report.

C. PLEASE NOTE THE FOLLOWING INFORMATION RELATIVE TO ENVIRONMENTAL REVIEW OF GRADING PLANS.

1. Items filed will be conditionally accepted on the presumption that the application is totally complete. However, should the Planning Department determine that the submittals are incomplete or inaccurate, said submittals may be rejected for processing or delayed until necessary amendments or additions to the application are made.
2. The Planning Department may, during the course of its review of the application, determine that additional technical studies, such as biological and/or archeological reports, are required. Any required supplemental information must be provided to the Planning Department before the public comment period is initiated.
3. Reports are normally available to applicants at the Planning Department after 4:00 p.m. on the date when the Public Notice is published. Call (909) 826-5371 for information.
4. Any Planning Commission determination is appealable to the City Council within 10 calendar days of the date set forth on the public notice. Appeal procedures may be obtained at the Planning Department. The applicant will receive notification when a matter is scheduled for City Council review. The applicant, applicant's representative, or legal owner should be present at all hearings.
5. Further review of the precise grading plan can be done at the Planning Department staff level unless substantial revisions to the grading plan are proposed or additional deviations from the adopted standards of the Grading Ordinance are proposed.
6. After a case is approved, the grading plan must be revised to comply with all of the approved mitigation measures. Submit two copies of the revised grading plan, along with any other required material, to the Planning Department. No additional fees are required for this part of the review process. Approved mitigation measures must be satisfied prior to grading permit issuance.
7. All requirements of the City's Public Works Department shall be met prior to issuance of the grading permit.



GENERAL APPLICATION FORM



Request: _____

(State in detail what you want to do, attach separate sheets as necessary.)

Address of Subject Property: _____

Assessor's Parcel Number(s): _____

Size of Subject Property: _____

- ☐ **Attach a copy of the most recent Grant Deed.**
- ☐ **If your request is not for the entire property described on the deed, also attach a metes and bounds description.**
- ☐ **Attach a copy of the Assessor's Plat Map showing the subject site.**

Legal Owner Information:

I hereby certify that I am (we are) the record owner(s) (for property tax assessment purposes) of the property encompassed by this application. I further waive the right of a decision of the project by the City within the prescribed time limits as set forth in the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone: (____) _____ Facsimile: (____) _____

E-Mail Address: _____

Applicant Information:

(If other than legal owner)

Printed Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Daytime Telephone: (____) _____

Facsimile: (____) _____

E-Mail Address: _____

Representative Information:

(If other than applicant)

Printed Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Daytime Telephone: (____) _____

Facsimile: (____) _____

E-Mail Address: _____

If any other person should be notified regarding the processing of this request, attach the name, address, and telephone number on an additional sheet and check this box ' ' .

Notice: Failure to fully complete this application or provide attachments will cause a processing delay or its rejection.

THIS SECTION TO BE COMPLETED BY STAFF

Type of Case: _____ Received By: _____ Hearing Date: _____ CEQA' NONCEQA'

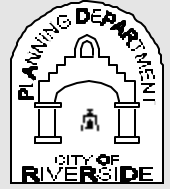
Filing Fee: _____ Date: _____ Filing Deadline: _____ TEAM: N ' S ' C '

Memo: _____ Entered in Caselogs '

**For Questions Contact the Planner on Duty
3900 Main Street, Riverside, CA 92522
Telephone (909) 826-5371, Facsimile (909) 826-5622**

CITY OF RIVERSIDE PLANNING DEPARTMENT

GRADING STANDARDS EXCEPTION JUSTIFICATION FORM



PLEASE TYPE OR PRINT CLEARLY

Name: _____ Name of Project: _____
(Person preparing application)

Address: _____ Address: _____

City/State/Zip: _____ Riverside, CA Zip: _____

Daytime Telephone: _____

EXCEPTIONS REQUESTED (State Exceptions requested in detail. Attach a separate sheet if necessary):

INSTRUCTIONS: Answer each of the following questions yes or no and then explain your answer in detail. Questions 1 and 2 must be answered "yes" and question 3 "no" to justify granting an exception. Attach written details if insufficient space is provided on this form. Economic hardship is not allowable justification for an exception from the grading standards.

1. Will the strict application of the provisions of the grading regulations result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the Title 17 Grading Ordinance.

2. Are there exceptional circumstances or conditions applicable to the property involved or intended use or development of the property that do not apply generally to other property in the same zone or neighborhood;

3. The granting of a waiver will not be materially detrimental to the public welfare or injurious to the property or improvements in the zone or neighborhood in which the property is located.



CALIFORNIA ENVIRONMENTAL QUALITY ACT REQUIREMENTS

To the Applicant:

The California Environmental Quality Act (CEQA) requires that various development projects be analyzed by local governments to determine whether the project will have a significant effect on the environment. An environmental determination must be made prior to final action on the project.

In order for the City to expedite your application and satisfy State law, please complete the attached Environmental Information Form. This form is required to be completed and submitted as part of the project application package to the Planning Department. A fee in an amount established by City resolution must also be submitted with the completed form.

The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the appropriate board or commission.

When completing the form please consider all known aspects of the project in your responses. For example, if a project is to be developed in phases, answer each question considering the project's impact when totally built out.

Following review of the completed Environmental Information Form and the accompanying project application package, the Planning Department will make an initial environmental finding and recommendation regarding whether or not an Environmental Impact Report should be prepared on the project. The initial finding and recommendation will then be forwarded to the appropriate City Board or Commission reviewing the application. Should the Board or Commission find that a project will not have a significant effect on the environment, the processing of the application will continue with the responsible City government body acting upon the applicant's request. If the project is approved with a finding that it has no significant effect on the environment, then the City will adopt a Negative Declaration. However, if the Board or Commission finds that the proposed project could have a significant effect on the environment, then the preparation of an Environmental Impact Report (EIR) is required before a final decision can be made on the project. Any person aggrieved or affected by an environmental finding of the Planning Commission or the Board of Administrative Appeal and Zoning Adjustment may appeal to the City Council. Appeal procedure information is available in the Planning Department, City Hall, 3900 Main Street, Riverside. The decision of the City Council is final. If an EIR is required, it is the City's responsibility to administer preparation of that document. The applicant will be responsible for paying the cost of EIR preparation and providing data which may be necessary for the City to prepare the EIR.

After the project is approved by the City, CEQA requires that a Notice of Determination be filed with the County Clerk and/or State Office of Planning and Research. Filing of the Notice begins a 30 day statute of limitations in which legal challenges to the project approval may be filed based upon issues of CEQA compliance. A 180 day statute of limitations would apply if this notice is not filed. As of January 1, 1991, State law also requires that additional fees be paid to the State Department of Fish and Game in conjunction with filing of the Notice of Determination. The applicant is responsible for paying all fees and filing the Notice of Determination. A letter, explaining in detail the requirements and fees associated with filing of the Notice of Determination, will be mailed to the project applicant once the project is approved by the City.

City of Riverside
ENVIRONMENTAL INFORMATION FORM
DATA REQUIRED FROM THE APPLICANT

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Name, address and phone number of person to be contacted concerning this project:

3. Address, Assessor Parcel Number and size of the project site:

4. Project type (i.e. tract map, CUP, grading plan, etc.)

5. List and describe any other related permits and other public approvals required for this project, including those required by City, Regional, State and Federal agencies:

PROJECT DESCRIPTION

6. Provide a written description of the proposed project. (Include and describe any projects which may be necessitated as a result of approving this project; e.g., sewer and water line extensions and whether the project is a phase or portion of a larger project.)

ENVIRONMENTAL SETTING

7. Provide a written description of the project site as it presently exists including land uses, information on topography, natural slope, soil stability, , and any cultural, historical, or scenic characteristics.

8. Describe the existing plant community(ies) occurring on site (ie. agriculture, coastal sage scrub, non-native grasslands, riparian, etc.). Indicate approximate acreage for each different type.

Continued on Next Page

PROJECT IMPACTS

9. Describe the impact of the project on existing public facilities and services such as streets, schools, flood control facilities and the like.

Are the following items applicable to the project or its effects? Discuss all items checked "yes" on additional sheets and attach as necessary.

YES NO

10. Could the project be substantially affected by any natural or manmade features present on or near the project site? Examples of such features include the location and/or construction of facilities in a floodplain or natural drainage channel, near an earthquake fault, immediately adjacent to a freeway or in close proximity to an aircraft flight path.
11. Could the project substantially affect any natural or manmade features presented on or near the project site? Examples of such include change in topography, change in scenic views or vistas from existing residential areas or public lands, change in pattern, scale or character of general area of the project.
12. Could the project change groundwater quality or quantity, or alter existing drainage patterns?
13. Will the project involve the application, use or disposal of potentially hazardous materials such as pesticides or high explosives during project construction and/or following completion?
14. Will the project generate substantial amounts of solid waste or litter during project construction and/or following completion?
15. Will the project involve construction of facilities on an existing slope of 10 percent or greater?
16. Will significant amounts of noise be generated by the project during construction and/or following completion? Example would include blasting during construction and machinery operation following completion.
17. Will the project result in the generation of significant amounts of dust, particulate matter or chemical aerosols during construction and/or following completion?
18. Will the project significantly affect any form of fish, wildlife, or plant life in the area of the project?
19. Will the project substantially increase fossil fuel consumption (electricity, natural gas, etc.)?

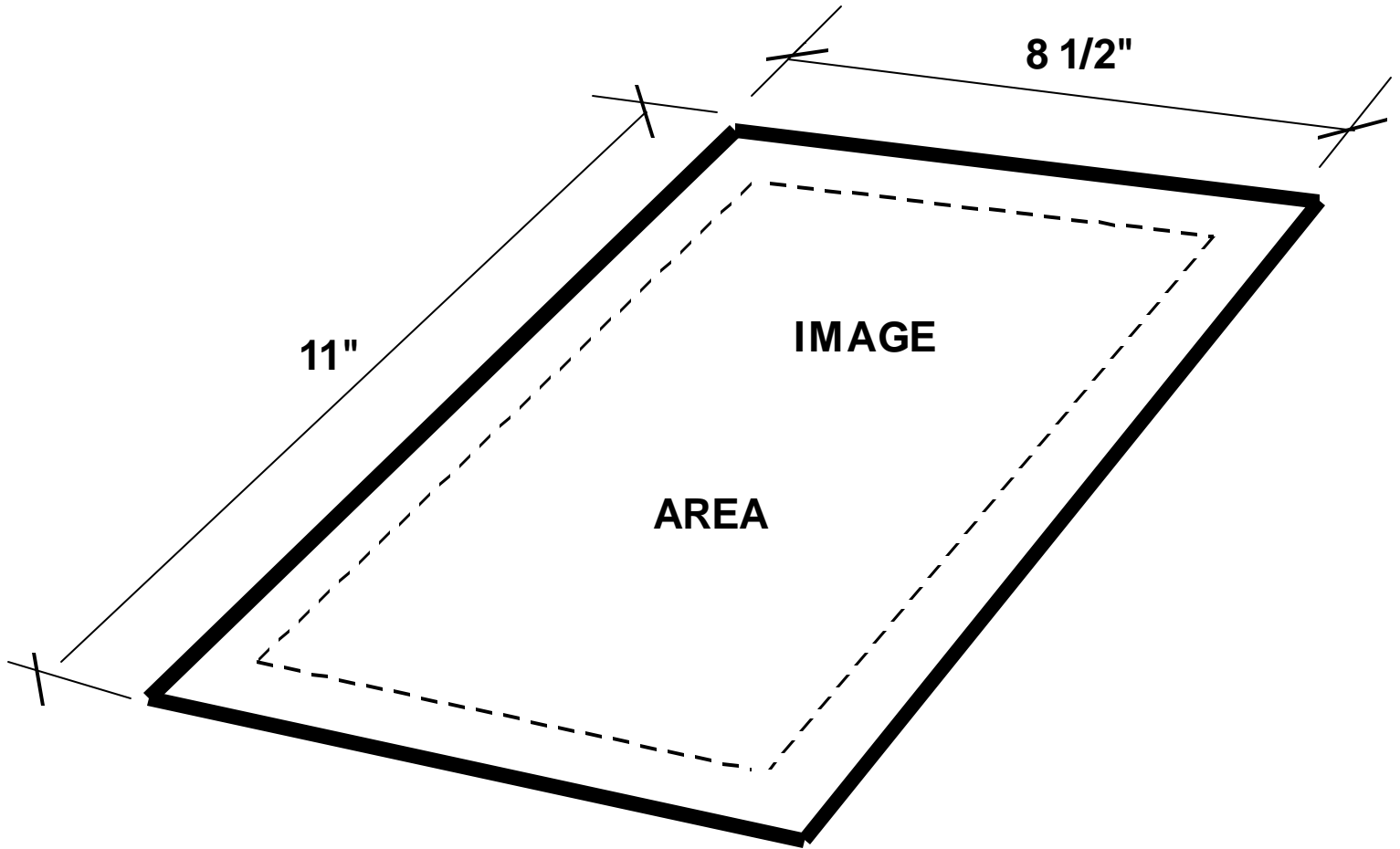
CERTIFICATION

Thereby certify that the statements made herein and in the attached exhibits require for this initial environmental evaluation are true and correct to the best of my knowledge and belief.

Signature _____ Date _____

Applicant

Instructions for Preparation of Reduced Graphics



Submittal materials for Reduced Graphics

Required reductions may consist of the following:

- ! 8 ½ x 11" white bond paper (if image is sharp and clear)
- ! 8 ½ x 11" pmt's (NO transparencies)
- ! Color renderings (no larger than 11 x 17")
- ! Color photographs
- ! Images on floppy disk or CD, using extensions jpg, bmp, eps, gif, tif, wpg (preferably jpg)